



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## DATA QUALITY CLERK

**ANNOUNCEMENT NUMBER** 21-WAW-32

**ANNOUNCEMENT DATE** August 26, 2021

**CLOSING DATE** Open until filled; preference given to resumes received by **September 12, 2021**.

The U.S. District Court for the Western District of Washington is currently accepting applications for the position of Data Quality Clerk. The Data Quality Clerk is responsible for ensuring the veracity and efficiency of the court's Case Management/Electronic Case Files (CM/ECF) system and providing CM/ECF support to internal and external users. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Some travel between the Seattle and Tacoma Clerk's offices may be required.

**REPRESENTATIVE DUTIES**

- Review the accuracy of data entered into the court electronic filing system (CM/ECF) and document/correct errors using the court quality control application (jQC).
- Provide functional instruction to staff on error resolution.
- Provide CM/ECF support to end users over the phone, via email, and in person including Clerk's Office and Chambers staff.
- Perform CM/ECF administrative functions such as account maintenance and filer registrations.
- Assist with evaluating and testing new CM/ECF and jQC functionality and releases.
- Assist with researching, creating, and maintaining procedural documentation.
- As a member of a self-directed team, participate in recruitment and hiring, conduct performance evaluations, recommend disciplinary actions, develop productivity and quality standards for the team, and recommend team policies.
- As a deputy clerk in the Clerk's Office, conduct and facilitate meetings to streamline processes and resolve issues.
- Perform other duties as assigned.

**QUALIFICATIONS**

Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible experience that demonstrates the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of automated software for word processing, data entry, and report generation. The successful candidate will also possess:

- Strong analytical skills.
- Strong attention to detail.

<p><b>PREFERRED QUALIFICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Strong customer service skills including professionally serving a wide variety of customers with diverse educational, economic, and social backgrounds.</li> <li>• Strong technical skills including the ability to quickly learn and use new software and applications.</li> <li>• Skills in using Windows-based applications, including MS Word, SharePoint, and Adobe Acrobat.</li> <li>• Ability to respond to inquiries and troubleshoot issues over the phone, by email, in-person, or through instant messaging.</li> <li>• Ability to communicate effectively, both orally and in writing, in a professional manner to a wide variety of people.</li> <li>• Ability to handle multiple priorities and manage time effectively in an environment with frequent interruptions.</li> <li>• Ability to research complex issues and maintain familiarity with a variety of internal and external resources.</li> <li>• Ability to work independently but still be a contributing and cohesive member of a team.</li> </ul>
<p><b>SALARY RANGE (DEPENDENT ON QUALIFICATIONS)</b></p>	<p>Court Personnel System Classification Level:</p> <p>CL25, Step 1 – 61, \$46,828 - \$76,094</p> <p>CL26, Step 1 – 61, \$51,565 - \$83,803</p>
<p><b>BENEFITS</b></p>	<p>The District Court offers a generous benefit package competitive salary, and a dedication to work/life balance including; flexible schedules, ORCA transit passes, 24-hour on-site fitness center, and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p>
<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of the position;</li> <li>• Resume;</li> <li>• <a href="#">Completed AO78 Form</a> (Application for employment)</li> </ul> <p>Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will be considered complete when all required attachments, in the appropriate format, are received by the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered. Application materials can be submitted via e-mail to:</p> <p><a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p>

Or to:  
Human Resources (#21-WAW-32)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

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Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

***The U.S. District Court is an equal opportunity employer and values diversity in the workplace.***